



FOR PUBLICATION

DERBYSHIRE COUNTY COUNCIL

**IMPROVEMENT AND SCRUTINY COMMITTEE – CLIMATE CHANGE,
BIODIVERSITY AND CARBON REDUCTION**

MONDAY, 22 MAY 2023

Report of the Executive Director - Place

Single Use Plastic Policy and Action Plan

1. Purpose

- 1.1 To present an update to the Improvement and Scrutiny Committee for Climate Change, Biodiversity and Carbon Reduction on the implementation of the Council's Single Use Plastic Policy and Action Plan.

2. Information and Analysis

- 2.1 Single Use Plastic (SUP) can be described as any disposable plastic item that is designed to be used only once, or for a short period of time. SUPs are often used in packaging, consumer products, cosmetics, personal protective equipment and healthcare products. Examples include plastic bags, disposable utensils, beverage containers, balloons and wet wipes. The COVID-19 pandemic caused a rise in the use of certain SUP items, such as aprons, health care equipment and lateral flow test kits.
- 2.2 SUPs have a number of benefits, including contributing to food safety and hygiene, and reducing packaging weight in transit, thereby reducing energy and emissions that would be generated by using alternative materials.
- 2.3 However, plastic pollution from SUPs is both a global and local issue that affects the natural and urban environment, oceans and coasts and impacts on the health and wellbeing of many living creatures. Plastic

pollution from SUPs has aesthetic impacts but is also costly to clear up. When SUP items are not adequately captured and managed at their end of life, they also represent a real threat to our ecosystems by degrading into tiny particles, known as microplastics.

- 2.4 There is a need to prevent plastics entering our ecosystems and a further challenge to remove what is already there. By reducing or removing SUPs from its operations and services, the Council can lead by example in finding alternatives to the types of SUPs that could pollute our environment if not disposed of correctly.
- 2.5 The Council's Corporate Environment Policy commits the Council to minimising waste by the best practicable environmental option by eliminating, reducing, reusing, composting and recycling. It also commits the Council to ensuring that its purchasing power is used to reduce negative environmental impacts and to improve the environmental standards of products and services the Council purchases. These commitments are echoed in the Council's Climate Change Strategy: Achieving Net Zero (2021-2025), which sets out ambitions for the Council to reduce its consumption and generation of resources and waste, and to embed environmental requirements and into all contracts.
- 2.6 To meet these objectives and to formalise and guide the Council's commitments to reduce the use of SUP in its own operations and services where practical, as well as encouraging a reduction in the use of SUPs across Derbyshire, a SUP Policy was developed by the Council and approved by Cabinet on 14 October 2021 (Minute No. 167/21 refers).
- 2.7 Following the approval of the SUP Policy, an Action Plan to achieve the goals and objectives set out in the Policy was then developed and approved by the Corporate Management Team on 26 July 2022.
- 2.8 Furthermore, the Council's Sustainable Procurement Policy was approved by Cabinet on 16 June 2022 (Minute No. 116/22 refers). Implementation of the Sustainable Procurement Policy is encompassing the ambitions set out in the SUPs Policy with "minimising and eliminating the use of SUPs" being explicitly stated. Therefore, actions listed in the SUPs Action Plan are intended to complement, rather than repeat, actions within the overarching Sustainable Procurement Policy.
- 2.9 A summary of progress made to-date to deliver the SUP Policy and Action Plan is detailed on the following pages.

Single Use Plastics Action Plan

Action	Timeframe	Success criteria	Status – Q1 2023-24
Develop and seek approval for a corporate Single Use Plastics Policy	Completed 14 October 2021	SUPs Policy approved by Cabinet	<p>The Council's SUP Policy was approved by Cabinet on 14 October 2021. A review of the Policy was undertaken in October 2022 as part of the wider annual review of delivery of the Council's Climate Change Strategy and Programme. The review found that no changes were needed to the Policy at that time.</p> <p>The next annual review will be undertaken in October 2023. The Council's Corporate Environment Policy is also currently being reviewed and updated and will be presented to Cabinet during Q2 of 2023-24. It is intended that this update will include strengthened wording on the Council's commitment to sustainable procurement and the responsible use of resources.</p>
Produce a qualitative baseline by engaging with teams and departments to continue to identify SUPs used by the Council.	On-going	<p>SUPs list reviewed and updated annually</p> <p>Identify where alternatives to SUPs can be introduced</p> <p>Identify which SUPs are no longer procured and have been removed from list</p>	<p>The list of SUPs (included with the SUP Policy) used by the Council was reviewed in October 2022 as part of the annual review of the Policy. The review found that no changes were needed to the list at that time.</p> <p>Reducing the use of SUPs is included within the Sustainable Procurement Policy. SUPs were not relevant to the two completed pilot contracts where the Sustainable Procurement Policy has been applied, but opportunities to include appropriate wording and measures within procurement activities are assessed and will be implemented on a contract-by-contract basis.</p>

Action	Timeframe	Success criteria	Status – Q1 2023-24
		& alternatives sourced	
Produce annual monitoring report	November Annually	Annual report produced	A high-level review of implementation of the SUP Policy was included as part of the preparation of the first annual report on delivery of the Council's Climate Change Strategy and Programme, the report for which was presented to Cabinet in January 2023. Going forward, further detail on delivery of this Action Plan will be included in these annual reports, with data included where the quantification of outcomes and impacts is possible.
Include a clause in large contracts requesting baseline and annual reports monitoring SUPs and which demonstrate a year-on-year reduction in SUPs	June 2022	Process integrated into implementation of Sustainable Procurement Policy	The Sustainable Procurement Policy was approved for adoption by Cabinet on 16 June 2022. SUPs are an integral part of the Sustainable Procurement Policy. Opportunities to include appropriate wording and measures to reduce the use of SUPs are assessed and implemented within procurement activities on a contract-by-contract basis. Embedding these requirements in contracts will enable baseline figures to be established and to confirm the mechanisms for how any improvements will be monitored.
Develop an agreed approach to monitoring waste and recycling from the Council estate	November 2022	Approach agreed based on sampling Resources identified to implement	At present the Council does not consistency keep a record of the volume, weight or composition of waste produced across the estate. The destination of SUP waste, and other materials, is also not fully understood at present. The Climate Change Team is working with Facilities Management to map corporate waste contracts and processes across the

Action	Timeframe	Success criteria	Status – Q1 2023-24
			Council and identify opportunities for standardising corporate approaches and measurement. This will include SUPs and will also take a wider view of the appropriate recycling (or reuse) of other materials, such as batteries.
Establish scope 3 emissions from waste produced from the Council estate	March 2023	Emission from all DCC waste calculated (where possible) & included in Scope 3 emissions data	The Council's Climate Change Team is undertaking significant work to baseline the Council's Scope 3 emissions by the end of 2023, as set as a target in the Council's Climate Change Strategy. This includes mapping corporate waste contracts and processes across the Council to understand the types and volumes of waste produced, as well as their destination and treatment, and a review of procurement data to identify the goods, services and contracts with the highest carbon footprint. Once the baseline has been established Scope 3 emission reduction targets will be set for 2024-25 onwards.
Produce a Staff Guide on SUPs to be made available to all staff through the website	Launch July 2022	Staff guide produced and made available to all staff on website Staff guide reviewed annually	A Staff Guide has been drafted and will be finalised once the mapping of the Council's corporate waste contracts and processes has been carried out. This will ensure consistent messaging and guidance can be provided to staff. The Climate Change Team is working with Facilities Management to enable consistency in the provision of bins and signage across the corporate estate. It is intended that the Staff Guide will also be launched at the same time as wider staff communication and guidance on the Sustainable Procurement Policy, expected to be during Q2 of 2023-24. This will enable clear communication on the role of procurement decisions in reducing SUPs.

Action	Timeframe	Success criteria	Status – Q1 2023-24
<p>Deliver training and conduct an internal communications campaign about the Staff Guide to promote implementation of the SUP Policy</p>	<p>Launch July 2022</p>	<p>Internal campaign delivered</p> <p>Training programme started</p> <p>Reduction in SUP items used</p> <p>Increase in use of sustainable SUP alternatives</p>	<p>It is intended that the Staff Guide will also be launched at the same time as wider staff communication and guidance on the Sustainable Procurement Policy, expected to be during Q2 of 2023-24. An internal comms campaign is being planned for the launch.</p> <p>Reducing the use of SUPs is included within a 2-hour climate change training module available to all staff.</p> <p>Reducing the use of SUPs will also be promoted to staff during an engagement event being planned at County Hall on Clean Air Day on 15 June 2023. The event will be open to all staff.</p>
<p>Work with Facilities Management to reduce waste and improve recycling</p>	<p>March 2023</p>	<p>Facilities Management engaged and programme of initiatives agreed</p>	<p>The Climate Change Team is working with Facilities Management to map the Council's corporate waste contracts and processes, and to form recommendations for improvements. Work is also being carried out to enable consistency in the provision of bins and signage across the corporate estate. The first stage was an audit of waste facilities carried out at County Hall in January 2023.</p>
<p>Develop Procurement guidance, template documents and qualitative and quantitative measures to use in</p>	<p>Complete by June 2022</p>	<p>Documentation is updated to review SUPs in all procurements and process integrated into implementation of</p>	<p>SUPs are an integral part of the Sustainable Procurement Policy. Opportunities to include appropriate wording and measures to reduce the use of SUPs are assessed and implemented within procurement activities on a contract-by-contract basis. Embedding these requirements in contracts will enable an improvement in the data available on SUPs bought by the Council over time.</p>

Action	Timeframe	Success criteria	Status – Q1 2023-24
Council procurement and commissioning		Sustainable Procurement Policy. SUP within contracts is reduced	
Work with departments to support the review and implementation of actions to reduce SUPs in current DCC Contracts	July 2022 onwards	The Council's use of SUPs is reduced	<p>Through implementation of the Sustainable Procurement Policy the Council is seeking to reduce SUPs in new procurement activities and the ongoing contract management of existing contracts.</p> <p>There are good examples of departments and services taking steps to replace the use of plastics with sustainable alternatives, such as Childrens Services sourcing and procuring staff lanyards made of bamboo, rather than nylon. Other services are taking steps to support the circular economy and the reuse of waste plastics, such as through the procurement of pavement kerb stones made from recycled plastic.</p> <p>The Council recognises that there will be occasions when, for justifiable reasons, the use of SUPs cannot be reduced or removed. As markets catch up with the need to reduce SUPs, there can be additional costs incurred by the Council when seeking alternatives and, therefore, each situation is evaluated individually to assess whether the Council is achieving value for money.</p>

Action	Timeframe	Success criteria	Status – Q1 2023-24
Engage with special-interest community groups e.g. Plastic-free Community Groups, to share approaches and increase awareness and understanding of the issues	November 2021 onwards	Hold three meetings per year	<p>The Council has met with, and also has regular dialogue with, a range of community groups and charities to discuss SUPs, as well as wider waste reduction and circular economy matters. Groups engaged with include Surfers Against Sewage, Transition Chesterfield and Zero Waste Group Belper. Positive feedback has been received from these groups on the work that the Council is doing on SUPs and sustainable procurement, and an appetite has been expressed for collaborative working and the ongoing sharing of knowledge and experience.</p>
Explore opportunity to promote a reduction in SUPs across the County explored e.g. become an accredited Plastic-Free County Council	May 2022	Three suggestions to promote a reduction of SUPs across the County agreed	<p>In January 2022 the Council engaged with Surfers Against Sewage to understand the criteria that must be met to become an accredited Plastic Free County Council. The main criteria to be met is for at least 70% of the County's Parish and Town Councils to have signed up to the commitment and become accredited in their own right. This is a challenging target which would require a significant amount of promotion and coordination by the Council and so is not currently being pursued but will be reassessed on a regular basis.</p> <p>Through Vision Derbyshire the Council has shared the approach to managing and reducing SUPs with all eight of Derbyshire's district and borough councils and continues to encourage the adoption of a similar approach across the County.</p> <p>The Council's new Household Waste Recycling Centre (HWRC) contract, which commenced in October 2022, has incentivised increased recycling rates at HWRCs, including the recycling of flexible plastics which are now collected at five HWRC sites.</p>

Action	Timeframe	Success criteria	Status – Q1 2023-24
			<p>The new HWRC contract also has a requirement to redistribute good quality products from HWRCs. Two sites for Reuse Shops have initially been identified as Bolsover and Raynesway HWRCs, with Darley Dale and Ashbourne being proposed for the second phase. The scope and timeline are currently in discussion.</p>
<p>Work with local producers and businesses to restrict the use of single use products and support the market for remanufactured goods</p>	<p>Complete by September 2022</p>	<p>Highlighted the opportunities of reducing SUPs, particularly packaging, through the business start-up programme</p> <p>Inserted a question about reducing SUPs in the business start-up application form</p>	<p>The Sustainable Procurement Policy is helping to ensure that a reduction in the use of SUPs is embedded as a requirement within the supply chain thereby supporting the market for reuse, recycling and remanufactured goods.</p> <p>The Council actively promotes the County's network of Repair Cafés through its website and has provided funding through the Derbyshire Grants scheme to community groups and charities who are seeking to develop or grow initiatives around reuse and recycling.</p>

3. Consultation

- 3.1 The proposal to develop a SUP Policy was presented to the Improvement and Scrutiny Committee for Climate Change, Biodiversity and Carbon Reduction on 26 July 2021.
- 3.2 The SUP Policy was approved for adoption by Cabinet on 14 Cabinet 2021.
- 3.3 The SUPs Action Plan was endorsed for implementation by the Corporate Management Team on 26 July 2022.

4. Alternative Options Considered

- 4.1 Not applicable.

5. Implications

- 5.1 Appendix 1 sets out the relevant implications considered in the preparation of the report.

6. Background Papers

- 6.1 Not applicable.

7. Appendices

- 7.1 Appendix 1 – Implications.
- 7.2 Appendix 2 – Single Use Plastic Policy and Action Plan.

8. Recommendation

That Committee:

- a) Notes the update provided on the implementation of the Council's Single Use Plastic Policy and Action Plan.

9. Reason for Recommendation

- 9.1 To ensure that the progress made regarding implementation of the Single Use Plastic Policy and Action Plan is understood by the Committee.

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Implications

Financial

- 1.1 The delivery of the Single Use Plastic Policy and Action Plan has resource implications and requires officer time to support its delivery and monitoring. This is expected to be a small requirement and will be covered by staff already in place and by the Climate Change Revenue Budget.

Legal

- 2.1 The delivery of the Single Use Plastic Policy and Action Plan may have legal implications. These are considered on a case-by-case basis.
- 2.2 All Council procurement and contracting activities need to comply with the applicable public procurement and contracting legislation and law, including the Public Contracts Regulations 2015 which prescribe processes for public contracts for goods and services above certain thresholds. The 2015 Regulations have been amended in accordance with the terms of the withdrawal of the UK from the EU by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.

Human Resources

- 3.1 Training and guidance is needed for staff to understand the requirements and implications of the Single Use Plastic Policy and Action Plan.

Information Technology

- 4.1 There are no Information Technology implications associated with this report.

Equalities Impact

- 5.1 There are no equalities impact implications associated with this report.

Corporate objectives and priorities for change

- 6.1 The Single Use Plastic Policy and Action Plan support the Council's ambition to be a net zero organisation by 2032, or sooner, and for the County to be net zero by 2050.

- 6.2 The proposal will help deliver the following Council Plan priorities: Resilient, Healthy and Safe Communities; High Performing, Value for Money and Resident-Focused Services; A Prosperous and Green Derbyshire.

Other (for example, Health and Safety, Environmental, Sustainability, Property and Asset Management, Risk Management and Safeguarding)

Environmental Sustainability

- 7.1 Implementation of the Single Use Plastic Policy and Action Plan will improve the environmental sustainability of the Council and support delivery of the Corporate Environment Policy.

Derbyshire County Council

Derbyshire County Council's Single Use Plastic Policy

Derbyshire County Council will act to remove the use of Single Use Plastic (SUP) from its operations and services where practical and to reduce the use of Single Use Plastic where its use cannot be avoided. The Council will work towards finding positive solutions for reducing unnecessary waste across Derbyshire.

A Single Use Plastics action plan will be developed to support the implementation and monitoring of this policy. The action plan will be regularly reviewed and updated.

Derbyshire County Council will:

(i) Lead by example

- Embed the SUP policy into other key Council strategies, policies and plans and support officers to:
 - Understand the acceptable price differential when procuring alternatives to SUPs by providing guidance on the value of sustainability when procuring alternatives
 - Recognise and avoid buying and using SUPs across Council buildings and services
 - Seek more sustainable alternatives to SUPs
 - Ensure that SUPs which are procured have a recycled content of at least 30% and / or can themselves be recycled.

(ii) Work with our suppliers and contractors

- Highlight the avoidance of SUPs in the Council's Sustainable Procurement Policy
- Request that suppliers have a SUP policy in place or can demonstrate that they are working to minimise the use of SUP's in their organisation and are finding sustainable alternatives (where appropriate)
- Embed requirements for the reduction of SUP in procurement and tender processes for the Council.

(iii) Support the avoidance of SUPs across Derbyshire

- Work with event organisers to reduce and eliminate where possible SUPs across all Derbyshire events held on Council land and property and share guidance for this more widely
- Raise awareness of the importance of disposing of SUP's properly to reduce the negative impact on wildlife, the environment and health
- Continue to support local communities and businesses by sharing best practice, supporting and promoting positive initiatives, campaigns and actions for reducing waste.

This policy will be reviewed annually.

Policy approved: 14 October 2021

Derbyshire County Council

Single Use Plastics Action Plan 2022-23

Key actions	Lead Theme Team	Supporting Theme Team	Timeframe	Success criteria
SUP1 Develop and seek approval for a corporate Single Use Plastics Policy	Climate Change	Procurement Waste	Completed 14 October 2021	SUPs Policy approved by Cabinet
SUP2 Produce a qualitative baseline by engaging with teams and departments to continue to identify SUPs used by the Council adding to the list in the Appendix to this plan	Climate Change	Internal engagement & training, Waste, Procurement	On-going	SUPs list updated and reviewed annually Identify where alternatives to SUPS can be introduced Identify which SUPs are no longer procured and have been removed from list & alternatives sourced
SUP 3 Produce annual monitoring report	Climate Change	Waste, Procurement, Communications	November Annually	Annual report produced as part of the overarching Climate Change Strategy annual progress report
SUP 4 Include a clause in large contracts requesting baseline and annual reports monitoring SUPs to demonstrate a year on year reduction in SUPS	Procurement	Climate Change Waste	August 2022	Clause is included in contracts as part of the actions to implement the Sustainable Procurement Policy

Key actions	Lead Theme Team	Supporting Theme Team	Timeframe	Success criteria
SUP5 Develop an agreed approach to monitoring waste and recycling from the Council estate	Climate Change	Waste, Property	November 2022	Approach agreed based on sampling Resources identified to implement
SUP6 Establish Scope 3 emissions from waste produced from the Council estate	Climate Change	Waste, Procurement	March 2023	Emissions from all DCC waste calculated (where possible) & included in Scope 3 emissions data
SUP7 Produce a Staff Guide on SUPs to be made available to all staff through the website	Climate Change	Internal engagement & training	Launch October 2022	Staff guide produced and made available to all staff on website Staff guide reviewed annually
SUP8 Deliver training and conduct an internal communications campaign about the Staff Guide to promote implementation of the SUP Policy	Internal engagement & training	Climate change, procurement, Waste	Launch October 2022	Internal campaign delivered Training programme started Reduction in SUP items used Increase in use of sustainable SUP alternatives
SUP9 Work with Facilities Management to reduce waste and improve recycling	Climate Change	Property and Estate	March 2023	Facilities Management engaged and programme of initiatives agreed

Key actions	Lead Theme Team	Supporting Theme Team	Timeframe	Success criteria
SUP10 Develop Procurement guidance, template documents and qualitative and quantitative measures to use in Council procurement and commissioning	Procurement		Complete by September 2022	Documentation is amended to review SUP in all procurements. SUP considerations integrated into implementation of Sustainable Procurement Policy. SUP within contracts is reduced.
SUP11 Work with departments to support the review and implementation of actions to reduce SUPs in current DCC Contracts	Procurement	Climate Change	August 2022 onwards	Council's use of SUP is reduced.
SUP12 Engage with special-interest community groups e.g. Plastic-free Community Groups, to share approaches and increase awareness and understanding of the issues	Climate Change	Communications	November 2021 onwards	Hold 3 meetings per year
SUP13 Explore opportunity to promote a reduction in SUPs across the County e.g. become an accredited Plastic-Free County Council	Climate Change	Procurement, Waste, Internal engagement & training	December 2022	Three actions to promote a reduction of SUPs across the County agreed
SUP14 Work with local producers and businesses to	Low Carbon Economy	Procurement, Waste	October 2022	Highlighted the opportunities for reducing SUPs, particularly packaging,

Key actions	Lead Theme Team	Supporting Theme Team	Timeframe	Success criteria
restrict the use of single use products and support the market for remanufactured goods				<p>through the business start-up programme</p> <p>Inserted a question about reducing SUPs in the business start-up application form</p>

Single Use Plastics used by Derbyshire County Council

What is a single use plastic?

Plastic designed to be used just once and/or for a short period of time before being disposed of such as:

Office Plastics

Laminating Sheets
Bubble envelopes
Windowed envelopes
Bubble film bags
Adhesive tape

Drink and Food Plastics

Drinks bottles and cartons
Milk pods
Yoghurts in plastic pots
Stirrers
Wrapping around outers of drinks
Disposable cups
Food and Sandwich wrappers
Disposable plates
Coffee machine pods packaging
Disposable cup lids

Cleaning Plastics

Cleaning Product bottles
Cleaning Product packaging
Bin bags

Health and Hygiene Plastics

Latex cleaning gloves
Sample bottles
Plastic aprons
Clinical wash bags
Disposable aprons
Laundry bags
Disposable gloves
Sanitary hygiene bags
Wipes
Plasters
Air freshener packaging
Sickness bags
Food probe wipes
Antiseptic wipes
Covid-19 related products

Other plastics

Vinyl banners
Workwear packaging
Hazard tape

Packaging

The packaging that surrounds almost everything we buy. Beware – some packaging will be essential to provide longevity to the product and / or protect the product whilst in transit. But do challenge if it needs to be made of plastic.